

**STATE OF OKLAHOMA  
ARCHIVES AND RECORDS COMMISSION**

**AGENCY NOTICE OF INTENT TO DESTROY RECORDS THAT HAVE BEEN MICROFILMED**

Name of Agency		Date Prepared	Date Received (leave blank)	
Name of Division			Phone Number	
Schedule or RDA Number	Series Number	Series Title	Inclusive Dates of Records	Reel Number

I hereby certify that for the above listed records, all state and federal audits have been completed, all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and no legal actions are pending.

\_\_\_\_\_  
Signature of Agency Official

\_\_\_\_\_  
Title of Agency Official

\_\_\_\_\_ APPROVED

\_\_\_\_\_  
Signature of State Records Administrator or Designee

\_\_\_\_\_ DENIED

\_\_\_\_\_  
Date

WHITE - Archives and Records Commission Copy  
GREEN - Records Management Division Copy  
YELLOW - Agency Copy

ARC Form 5  
Rev. 07/99

SUBMIT ALL THREE COPIES TO THE STATE RECORDS ADMINISTRATOR  
This Form MUST be accompanied by ARC Form 5A, "Microfilm Quality Evaluation"